

City of Lowell
JFK Civic Center, 50 Arcand Drive, Lowell MA 01852
Cultural Affairs and Special Events

Special Event Permits are issued to individuals and organizations planning to conduct an event within the City of Lowell.

All Special Events except those sponsored or co-sponsored by the City of Lowell will be subject to the following guidelines and fee schedule.

Basic Information...

- Complete your Special Events application and return it to the Special Events Coordinator for review and processing.
- All applications should be submitted a minimum of 4 weeks in advance of the event.
- Any outstanding balances associated with an event must be paid within fourteen (14) days of the said event. Any outstanding balances that have not been paid to the City of Lowell will result in forfeiture of not being able to obtain a Special Event Permit from the City of Lowell in the future.
- Sanitation facilities (port-a-johns) for the most part are required at most events and the Special Events Coordinator will determine the number required. It shall be the responsibility of the applicant to provide those units at their expense.

Fees

A fee of (\$25) will be required at the time of issuance of such permit.
Additional fees may apply. See schedule below:

City of Lowell Rate and Fee Schedule

Service / Item	<u>Rates</u>
Custodian	\$34.62/HR.
Electrician	\$55.35/HR.
Fire Department Personnel	\$69.92/HR.
Parks and Recreation Personnel	\$32.35/HR. (may vary)
Police Officer Detail – Supervisor	\$53.00/HR., \$58.00/HR. w/alcohol (4 hour min)
Additional Supervisors	\$55.00/HR., \$60.00/HR. w/alcohol (4 hour min)
-- Patrolman	\$45.00/HR.. \$50.00/HR. w/alcohol (4 hour min)

Street Closing Permits

Department of Public Works \$75
1365 Middlesex Street, Lowell 01851

Special Events Permit

Cultural Affairs & Special Events.....\$25
50 Arcand Drive

Alcoholic Beverage Licenses & Amplification Permits

City of Lowell License Commission \$100.00 Full Liquor
City Hall – Room 34 \$ 50.00 Beer / Wine
Amplification permit \$ 0

Special Event Festival/Food.....\$100
Development Services
City Hall - Room 55

Propane Permit \$40.00 per vendor
Lowell Fire Prevention
93 Mammoth Rd.

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If you are:

Closing a street...

Applications requiring the closing of a public way must obtain a “street Closing Permit” from the Department of Public Works, Lowell Police Department and the City Engineering Department all signing off on such permit. The Special Events Coordinator will determine if such permit is required and if so a copy of the permit must be submitted to the Special Events coordinator.

Serving Alcohol...

Applicants planning to dispense any form of alcoholic beverages at a Special Event must obtain a Special Events Permit prior to appearing before the Lowell License Commission to obtain a liquor license for said event.

Using a City park...

Applicants seeking to utilize a park or playground within the City of Lowell must apply to the Parks and Recreation Department. The Board of Parks will act on the application and will notify the applicant of their requirements prior to issuance of a permit. Upon receipt of the Board of Parks Permit, the applicant is at that time to contact the Special Events Coordinator to determine the services required and any related costs associated with said event.

All requests for public use on City of Lowell property must be submitted at the minimum thirty (30) days prior to the date of intended use.

Planning a Road Race...

Most road race permits will require the use of Lowell Police Officers or the Middlesex County Sheriff’s Motorcycle Team for traffic control. The applicant will assume costs for this service. If your race is a non-profit event you may use Sheriff’s Department and Auxiliary Police with permission from the Lowell Police Department.

Using JFK Plaza...

Events scheduled to be held at J.F.K. Plaza are to be conducted no earlier than 7:00 AM and no later than 9:00 AM. Hours of operation at other locations will be determined by the Special Events Coordinator.